

## OFFICIAL PERSONNEL FILE REVIEW SHEET

(Shaded areas must be completed)

### PART I – General Information

Employee's Name:	Department:
Current Classification:	Date of Review:
<input type="checkbox"/> Printout of Leave Balances attached <input type="checkbox"/> Printout of Employment History attached	

### PART II – Probation Reports/Individual Development Plans/Performance Appraisal Summaries

Date of Report:	Classification:	Overall Rating:
Comments:		
Date of Report:	Classification:	Overall Rating:
Comments:		
Date of Report:	Classification:	Overall Rating:
Comments:		

Date of Report:	Classification:	Overall Rating:
Comments:		
Date of Report:	Classification:	Overall Rating:
Comments:		
Date of Report:	Classification:	Overall Rating:
Comments:		

**PART III – Commendations**

Format (i.e., Letter from Supervisor, Certificate, etc.):	Date:
Comments:	
Format (i.e., Letter from Supervisor, Certificate, etc.):	Date:
Comments:	

Format (i.e., Letter from Supervisor, Certificate, etc.):	Date:
Comments:	
Format (i.e., Letter from Supervisor, Certificate, etc.)	Date:
Comments:	

**PART IV – PAR History (See Attached Sample of PAR)**

Last Three Transaction Codes and last A01: 1) 2) 3)	Dates of Transaction: 1) 2) 3)
Other PAR Codes to Consider: 1) 2) 3)	Dates of Transaction/Comments: 1) 2) 3)

**PART V – Leave Balances and State Service**

Vacation:	Annual Leave:	Sick Leave:	State Service:
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**PART VI – Overall Comments/Items of a Negative Nature**

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Signature of Person Conducting Review:	Date:
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